

State of Texas
Records Retention Schedule

Page 1 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| 809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES | | | | | | | | | |
|---|------|--|-------|--|-------|---|--|---|--|
| 1.1 | 3632 | SERVICE DELIVERY INTEGRATION SIEBRS PROJECT FILES | 7 | | 7 | | | Vital Record. | |
| 1.1 | 5139 | CLIENT HISTORY REPORTS | 6Y3MO | | 6Y3MO | | | | |
| 1.1 | 5494 | SERVICE DELIVERY INTEGRATION CONTRACTOR MANUAL | 4 | | 4 | | | | |
| 1.1.006 | 4293 | COMPLAINT FILES | AC+2 | | AC+2 | | | AC=FINAL DISPOSITION OF COMPLAINT | |
| 1.1.007 | 4243 | CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.) | 4 | | 4 | R | | Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. | |
| 1.1.008 | 5652 | GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.) | 2 | | 2 | | | INCLUDES SOME E-MAIL. | |
| 1.1.013 | 5669 | ITINERARY INFORMATION | CE+1 | | CE+1 | R | | ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. | |
| 1.1.027 | 5670 | PROPOSED LEGISLATION | AV | | AV | | | | |
| 1.1.040 | 5671 | SPEECHES | AC | | AC | R | | AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION. | |
| 1.1.055 | 164 | STRATEGIC PLANS | AC+6 | | AC+6 | A | | AC=SEPT 1 OF ODD-NUMBERED CALENDAR YEARS. ARCHIVAL REQUIREMENT MET BY SENDING REQUIRED COPIES OF COMPLETED AGENCY PLAN TO TEXAS STATE DEPOSITORY PROGRAM. | |
| 1.1.056 | 305 | ADA DOCUMENTATION | 3 | | 3 | | | 28CFR35.105(c) | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated,
Completed, Expired, Settled

AV - As Long As Administratively
Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 2 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES

| | | | | | | |
|---------|------|--|------|------|---|--|
| 1.1.057 | 1495 | TRANSITORY INFORMATION | AC | AC | | AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION. |
| 1.1.063 | 6825 | STAFF MEETING MINUTES, NOTES AND AGENDA | 1 | 1 | | |
| 1.1.065 | 579 | REPORTS AND STUDIES (NON-FISCAL) - RAW DATA | AV | AV | | INCLUDES WORKING PAPERS FOR QA MONITORING |
| 1.3.001 | 4189 | PUBLICATIONS (HC, SDI) | AC+2 | AC+2 | | AC=UNTIL SUPERSEDED OR OBSOLETE. PAPER, ELECTRONIC; FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHS LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY. WEB PUBLICATIONS ARE MADE AVAILABLE TO THE PUBLIC ONLINE FOR AT LEAST SIX MONTHS. 13 TAC RULE 3.4(B). THEN RETAINED FOR APPROPRIATE PERIOD ACCORDING TO RETENTION FOR THEIR RECORDS SERIES. |
| 1.3.002 | 3974 | PUBLICATION DEVELOPMENT FILES (HC) | AV | AV | R | |
| 2.2.016 | 6959 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS | LA+3 | LA+3 | | Vital Record. |
| 3.1 | 491 | PARKING INFRACTIONS | FE+1 | FE+1 | | |
| 3.1 | 588 | GRIEVANCE RECORDS | AC+2 | AC+2 | | Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
R - Review by State Archivist
E - Exempt from sending

VITAL Record (Include in Field 9)

State of Texas
Records Retention Schedule

Page 3 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD 8. Archival 9. Remarks 10. 106 No.

| 809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES | | | | | | | | | |
|---|------|---|------|--|------|--|--|--|--|
| 3.1 | 6735 | POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS) | AC | | AC | | | AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE. | |
| 3.1.014 | 1513 | EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED) | 2 | | 2 | | | Vital Record maintainted by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006. | |
| 3.1.019 | 712 | PEFORMANCE APPRAISALS/JOURNALS | AC+5 | | AC+5 | | | 29 CRF 1620.32(A); MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF EMPLOYEE. CAPPS ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN CAPPS. HHS-OGC REQUESTED LONGER RETENTION PERIOD. | |
| 3.1.023 | 741 | POSITION JOB DESCRIPTIONS | AC+4 | | AC+4 | | | Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. | |
| 3.1.034 | 752 | RESUMES - UNSOLICITED | AV | | AV | | | | |
| 3.2 | 2084 | PAYROLL WARRANT LISTING | FE+5 | | FE+5 | | | | |
| 3.3.023 | 135 | TRAVEL AUTHORIZATION REQUEST | FE+3 | | FE+3 | | | TRAVEL OFFICE ASSUMED RETENTION OF THIS RECORD BEGINNING OCTOBER 2005. | |
| 3.3.023 | 753 | TUITION ASSISTANCE REQUESTS | FE+3 | | FE+3 | | | | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

VITAL Record (Include in Field 9)

State of Texas
Records Retention Schedule

Page 4 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| 809 - DIVISION FOR FAMILY & COMMUNITY HEALTH SERVICES | | | | | | | | | |
|---|------|---|---------|--|---------|--|--|--|--|
| 3.4.007 | 768 | TIME OFF AND/OR SICK LEAVE REQUESTS | FE+5 | | FE+5 | | | BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPS. | |
| 4.2.005 | 5884 | PURCHASE VOUCHERS | FE+3 | | FE+3 | | | | |
| 4.2.007 | 5885 | EXPENDITURE VOUCHERS (TRAVEL, PAYROLL, ETC) | FE+3 | | FE+3 | | | TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL VOUCHERS BEGINNING OCTOBER 2005. | |
| 4.5.006 | 990 | ANNUAL OPERATING BUDGETS | FE+3 | | FE+3 | | | | |
| 4.7.004 | 1244 | CAPITAL ASSETS RECORDS | LA+3 | | LA+3 | | | | |
| 4.7.008 | 5886 | FEDERAL GRANT RECORDS | AC+3 | | AC+3 | | | Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). | |
| 4.7.012 | 5887 | SIGNATURE AUTHORIZATION | US+FE+3 | | US+FE+3 | | | | |
| 5.1 | 1533 | CONTRACT MONITORING RECORDS | AC+4 | | AC+4 | | | Vital Record. AC=CONTRACT EXPIRATION DATE; RECORDS ARE RETAINED IN ACCORDANCE WITH FEDERAL REQUIREMENTS. | |
| 5.1.011 | 1498 | PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS | AV | | AV | | | | |
| 5.2.014 | 1807 | EQUIPMENT INVENTORY | FE+3 | | FE+3 | | | | |
| 5.3 | 5468 | PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION | FE+3 | | FE+3 | | | | |
| 5.3.008 | 2004 | PURCHASING LOG | FE+3 | | FE+3 | | | | |
| 5.5.001 | 2027 | BILLING DETAIL - TELECOMMUNICATIONS | FE+3 | | FE+3 | | | | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated,
Completed, Expired, Settled

AV - As Long As Administratively
Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending